

BUYER'S CHECKLIST

DATE	BUYER	STUB NUMBER
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. Has stub been screened by technical?</p> <p style="margin-left: 40px;">Yes, go to 2; No, return stub to technical.</p> <p>2. I have a general understanding of what I am buying.</p> <p style="margin-left: 40px;">Yes, go to 3; No, contact end user for clarification document and go to 3.</p> <p>3. The suggested source is a small business.</p> <p style="margin-left: 40px;">Yes, go to 5; No, perform market survey for small business providing required material/services and go to 4.</p> <p>4. There is a small business which provides the required material/services.</p> <p style="margin-left: 40px;">Yes, go to 5; No, perform small purchase/small business set aside and go to 5. (If order is over \$5,000, see Supply's SADBUS Representative)</p> <p>5. The procurement is \$2,500 or less.</p> <p style="margin-left: 40px;">Yes, go to 6; No, go to 11.</p> <p>6. I would pay this price if I were spending my own money.</p> <p style="margin-left: 40px;">Yes, go to 7; No, go to 8.</p> <p>7. I have reason to question the fairness and reasonableness of this price.</p> <p style="margin-left: 40px;">Yes, go to 8; No, make award.</p> <p>8. End user or contractor has provided information to determine fair and reasonable price (clarification of requirement, xeroxed catalog page with prices, value analysis, etc.).</p> <p style="margin-left: 40px;">Yes, document file with info and go to 9; No, ask end user or contractor for information as basis for price reasonableness or clarification and go to 9.</p> <p>9. The basis for price reasonableness is adequate.</p> <p style="margin-left: 40px;">Yes, make award; No, seek competition and go to 10.</p> </div> <div style="width: 48%;"> <p>10. Was adequate competition available?</p> <p style="margin-left: 40px;">Received prices from at least two companies, document using DD 1784 and make award. Received prices from one company only, go to 13.</p> <p>11. The technical screening indicates one of the following:</p> <p style="margin-left: 40px;">a. ____ GSA/FSS and each line item is under \$2,500. Go to 12.</p> <p style="margin-left: 40px;">b. ____ GSA/FSS line items over \$2,500. Seek loss price, then go to 10.</p> <p style="margin-left: 40px;">c. ____ Competitive over \$2,500. Seek competition, then go to 10.</p> <p style="margin-left: 40px;">d. ____ Sole source over \$2,500. Complete DD 1784 and go to 13.</p> <p>12. Is the procurement in the best interest of the government considering price, delivery dates, and quality?</p> <p style="margin-left: 40px;">Yes, make award; No, seek competition and go to 10.</p> <p>13. A printed manufacturer's price list is available which contains the price and the item being procured is one used by commercial concerns (off-the-shelf) and sold in substantial quantities to the general public.</p> <p style="margin-left: 40px;">Yes, document the file (be sure to include the catalog price/list number, date and page number) and make award; No, go to 14.</p> <p>14. A printed manufacturer's price list is available for another company which contains the price of a similar item and the item is one used by commercial concerns (off-the- shelf) and is sold in substantial quantities to the general public.</p> <p style="margin-left: 40px;">Yes, compare the other company's price list for these items to establish the reasonableness of a quoted price, either by direct comparison or by analysis of the differences and go to 15; No, go to 16.</p> <p>15. Can a fair and reasonable price be established?</p> <p style="margin-left: 40px;">Yes, document using DD 1784 and make the award; No, go to 6.</p> </div> </div>		

16. Can a previous purchase of the same or similar items (over \$2,500) be used to compare with this price? (this may be from records of NRL, other activities, the contractor, or the requisitioner)

Yes, go to 17;

No, go to 18.

17. Are the records of the previous purchase adequately documented for fairness and reasonableness?

Yes, cite document
number _____,
state basis of determination of
fair and reasonable price

No, go to 18.

18. Can the end user provide a value analysis IAW NAVSUPINST 4200.85 Chapter 1, par. 18b(3)(c)(iv)?

Yes, go to 19;

No, ask contractor to provide price
breakdown (i.e., labor, materials,
tooling, etc.) and go to 21.

19. Is the value analysis adequate to demonstrate a fair and reasonable price?

Yes, document the file (with
copy of VA) and make award;

No, contact the end user for
clarification and go to 20.

20. Can user provide clarification to make value analysis adequate?

Yes, document the file with
the value analysis and make
the award;

No, see supervisor.

21. Can contractor provide price breakdown?

Yes, request DCAA to verify
rates and go to 22;

No, see supervisor.

22. DCAA has verified rates and they appear to be reasonable.

Yes, make award;

No, seek clarification from contractor
and go to 23.

23. Contractor can provide clarification to give basis for fair and reasonableness price.

Yes, document and make award;

No, see supervisor.

REMARKS: